

**DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
115<sup>th</sup> Troop Command  
850 All American City Boulevard  
Roseville, CA 95678-1598**

CATRP-CDR (310)

25 October 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Orders (Policy Letter 00-02)

1. California Army Regulation 310-4, Request for Orders, specifically prohibits personnel from performing federal duty without legitimate orders. In the case of annual training this order may be a unit order, but Additional Annual Training (AAT) and Active Duty Special Work (ADSW) require individual orders.
2. Soldiers in this command will not perform duty without orders. Routine requests for orders must be submitted through AFCOS no later than 15 days before the duty commences. Short suspense orders will be coordinated with the fulltime Officer in Charge or the Operations Sergeant Major. This does not negate the requirement for orders, but it will facilitate processing within the 15 days window.
3. In the event of an emergency, Verbal Order Commanding Officer (VOCO) orders will be requested. The following personnel have authority to coordinate VOCO orders for this command:  
  
SGM Allen McCord, Operations Sergeant Major (Primary)  
LTC Milton Wingert, Officer in Charge (Alternate)  
LTC James Gabrielli, S3 (Alternate)  
SFC James Denington, Operations NCO (Alternate)
4. The authorizing official at this headquarters will notify the requesting battalion when a VOCO has been secured. Units will not allow soldiers to perform any duty until they have received verification from this headquarters. The 115<sup>th</sup> Troop Command S3 and each battalion will maintain a VOCO log that records the name, social security number, period of duty, date of approval and the name of the approving official.
5. I expect commanders and the unit personnel who deal with the AFCOS process to become familiar with California Army Regulation 310-4. It is available through the Administration web page on the California National Guard Site.
6. Questions may be directed to SGM McCord or to LTC Wingert at (916) 854-3460

LAWRENCE D. COOPER  
COL, OD, CAARNG  
Commanding

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